Document Suspense File table (SUSF)

All FFIS documents are stored on the Suspense File, **SUSF**. Rejected and Held documents never leave SUSF. Accepted documents are retained on SUSF for a brief period of time before being archived.

The table below shows the definitions of the fields on SUSF.

Field	Value
ACTION	The primary field of input to move from table to table, or to change elements of records in tables.
TABLEID	A four-character identifier to distinguish individual tables
USERID	The system automatically assigns the first four characters of your FFIS User ID(with which you logged in) to the USERID field
FUNCTION	Used to specify special SUSF commands to: Begin data entry Correct a batch or document Process a batch or document Change the status of a batch or document
SEL	Specifies the batch or document to be processed by placing an X in the corresponding SEL (selection) field
BATCH ID & Document ID	The SUSF Table is keyed by unique BATCH ID and DOCUMENT ID field information Each ID is comprised of three elements: transaction code, SEC1 code, and batch or document number.
STAT	The processing STAT (status) code is five characters indicating the status of a document or batch ticket.
LAST DATE	Displays the last access date in YYMMDD format
LAST USER	Displays the first four digits of the user ID of the last person to access the document or batch
PROCESS DATE	Shows the date the document or batch was processed

THE STAT field on SUSF displays codes denoting the status of the document. The table below explains the status codes.

STATUS	DESCRIPTION
ACCPT	Document is accepted. Data entered on the document has updated the tables.
BHELD	Document is in held batch. It is neither deleted nor accepted.
BRJCT	Document is in a rejected batch. It is neither deleted nor accepted.
BSCHD	Document is batch scheduled for offline processing. It s neither deleted nor accepted.
DELET	Document is marked for deletion.
HELD	Document is on hold.
PEND1	Document is pending approval
REJCT	Document is rejected. If has errors and cannot be accepted as is.
SCHED	Document is scheduled for offline processing.

SUSF displays the contents of the Document Suspense File. SUSF can also be used to jump to document processing environments for any document or batch of documents stored in the Document Suspense File.

You may access a document form SUSF for several reasons:
- To create a new document
- To change a previously created document
- To review an accepted document
- To copy a document
- To access a document in used by another user
- To delete a document

The following table lists each function available on the SUSF table and its capability:

Function	Brief Description
NEW	Begin data entry of a new batch or document
ACCESS	View one document or batch
SCAN	View on document or batch in read-only mode
COPY	Copy an existing document or batch
FREE	Allow access to document in use

To create a new document from SUSF:

STEP	ACTION
1	Type NEW in the Function field
2	Type in the document ID
3	Press Enter (FFIS displays a blank document ready for data to be entered)

To access a previously created document or batch directly from SUSF, follow the steps below:

STEP	ACTION
1	Search for the documents in SUSF
2	Type S in the Action field
3	Type X in the SEL field for the document or batch that you wish to access or place the cursor on the document or batch you wish to access.
4	Press Enter

If you wish to process (i.e., through edit and update passes) a batch or a document without viewing the document, you may use the RUN function to process the document from SUSF.

To use the RUN function, follow the steps below:

STEP	ACTION
1	Search for the batch or document in SUSF
2	Type RUN in the FUNCTION field
3	Type x in the SEL field of the document or batch in which you wish to process.
4	Press Enter

If you previously deleted a batch or document, you may undelete the batch or document from SUSF, as long as the document or batch is still displayed in SUSF. To UNDELETE a batch or document without viewing the document without viewing the document or batch, you may use the UNDELETE function from SUSF.

To use the UNDELETE function, follow the steps below:

STEP	ACTION
1	Search for the batch or document in SUSF
2	Type UNDELETE in the FUNCTION field
3	Type x in the SEL field of the document or batch in which you wish to process.
4	Press Enter

If you wish to hold a document or batch to prevent further processing, you may use the HOLD function from SUSF.

STEP	ACTION
1	Search for the batch or document in SUSF
2	Type HOLD in the FUNCTION field
3	Type x in the SEL field of the document or batch in which you wish to process.
4	Press Enter

The **Document Suspense File (SUSF)** stores and maintains all documents entered in FFIS at all stages of their life cycle, including:
- Held and pending documents for further data entry, processing or approval
- Rejected documents maintained for correction or approval
- Deleted documents
- Accepted documents not yet archived

All transactions entered in the feeder systems (PCMS, PRCH, TRVL, etc.) as well as those direct-entered into the FFIS application will go through a series of edits at various levels of transition before they are successfully shown in FFIS. As a result, transactions that are generated may result in an error or a "reject" status within the feeder, in the feeder-to-FFIS interface, or directly in the FFIS application.   All administrative offices have a role and responsibility for ensuring transactions entered in feeder systems or directly into the FFIS application, either by administrative office personnel or another office on their behalf, such as ARS OPS through edits at these various levels.

This section provides guidance on roles and responsibilities for correcting errors in the feeder systems, the feeder systems to FFIS interface, and within the FFIS Document Suspense File (SUSF) for both feeder-system generated and direct-entered documents. The originating office is determined by the type of spending activity (agreements, training, construction, purchase orders, travel, etc.) and business processes within each SEC1 code.

Note: For the purpose of this guide, the originating office is defined as the office that enters documents/transactions either in a feeder system or directly into the ARS FFIS application.

SUSF Management

On a daily basis, the SBFO will monitor all documents shown in a "reject" status on SUSF. They will work with the locations and administrative offices (procurement, travel, personnel, contracting, etc.) to ensure all documents within their SEC1 code are processed in a timely manner

SEC1 Codes Used in the ARS FFIS Application

The following is a list of SEC1 codes used in the FFIS application:

| SEC1 Code	Allocation	Responsible Office
01	Program Management	FMD
03	Administrative and Financial Mgmt	FMD
40	International Research Programs	FMD
05	Salary Lapse	FMD
07	Special Projects	FMD
FD	Major Construction	FD/FMD
12	Beltsville Area	SBFO
19	North Atlantic Area	SBFO
36	Midwest Area	SBFO
53	Pacific West Area	SBFO
54	Northern Plains Area	SBFO
62	Southern Plains Area	SBFO
64	Mid South Area	SBFO
66	South Atlantic Area	SBFO
82	National Agricultural Library	NAL
R4*	n/a	ARS OPS
LOC	n/a	ARS OPS
MISC	n/a	ARS OPS

Types of Errors

Up to three types of error, codes may display on the bottom of the document screen. The letter in the *last* position of the code indicates what type of error occurred:

☆ Warning errors provide information about a possible problem but do not stop a document from processing (for example, AS01<u>W</u>)

☆ Overridable errors require approval before the document is accepted (for example, US18<u>O</u>)

☆ Fatal errors must be resolved before the document can be accepted (for example (SC01<u>E</u>)

ERRG Table

The Error Guide (ERRG) table provides a detailed description of the errors encountered during processing of documents and data entry tables. Place your cursor on the error message and press <**Enter**> to access this table.
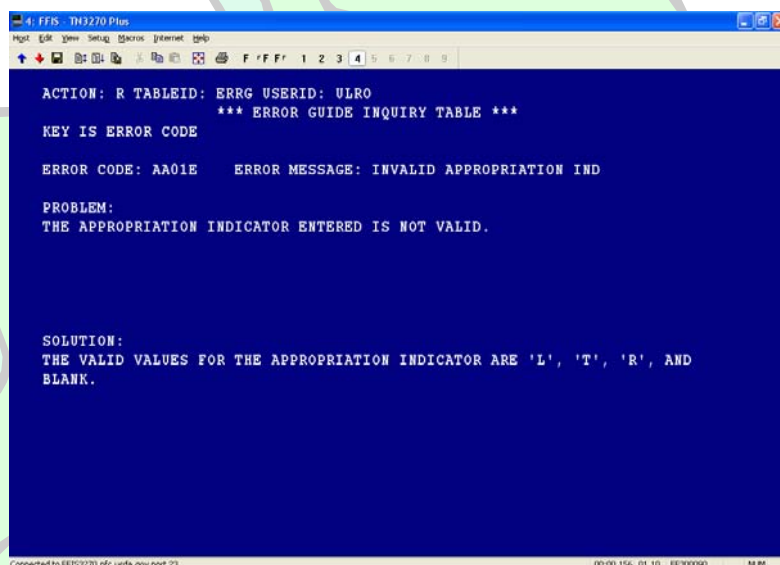
Common Errors

Common errors related to feeder-generated and direct entered transactions rejecting on SUSF include:

☆ Invalid Vendor Code - the Vendor Code populated on the transaction by the feeder/interface is not valid on the FFIS VEND table

☆ Invalid Accounting (Fund, DVSN, ORGN, etc.) - one or more of the accounting elements populated on the transaction by the feeder/interface is not valid on the related FFIS accounting reference tables

☆ Missing Vendor Code - the feeder/interface did not populate a vendor code on the document (this is not uncommon as some feeders do not require a vendor code)

☆ Accounting Period Closed – the transaction has been processed after the accounting period cited on the document

☆ Expired Appropriation – transaction cites a prior year BFY; requires an override

☆ Vend code doesn't match original document

☆ Organization not equal to organization inferred from original document

Feeder Document Rejects in SUSF

The originating office who enters transactions in the feeder systems, has the primary responsibility for ensuring transactions generated in a feeder system (PRCH, TRVL, PCMS) are accurately entered. The originating office is also responsible for verifying that batch files transmitted by PC-TRVL and PC-PRCH are received correctly by NFC. If transactions are posted to suspense accounts, NFC will research the error and make the necessary corrections. If they are unable to do so, they will contact the originating office or the designated point of contact to take the appropriate action. There are special circumstances when the originator may not be able to make the correction within the feeder system. For instance, if a PCMS transaction is locked due to invalid accounting data, the Servicing Budget Fiscal Office (SBFO) will work with the originating office to correct the program code in FFIS and a back feed will be generated during the nightly cycle to unlock the PCMS transaction.

PCMS Errors

PCMS validates the accounting before it sends the documents to FFIS, but the possibility exists that documents may still reject. A document may reject for the following reasons:
- Invalid Accounting due to differences between the FFIS ACXT and the PCMS stored version of ACXT
- Missing or invalid ACED and ACEN table entries
- Missing ACXT entries
- Funds Control Issues

When correcting rejected PCMS documents:

ALWAYS…	DO NOT…
- Research the accounting intended to be on the document - Change the User's profile accounting when receiving rejects for a particular user - Delete and Add only for ACXT records that must be changed - Require on Transaction Category Table (TCAT) that the documents balance to zero - Use a four-position Budget Object Code (BOC)	- Change the Trans Type - Change TCAT record for V5 or V8 to accept a non-zero balanced document - Change an entry on ACXT with an Action of 'C' - Repeat the first line of any document in lines 002 and higher - Blank out the BFY Change dollar amounts - Use a two-position or blank BOC for a non-clearing account line

Potential PRCH Errors

Documents from PRCH may reject for the following reasons:
- Invalid Accounting
- Funds Control Issues
- Missing Vendor Code
- Invalid Vendor Code
- Invalid referencing information

When correcting errors:

ALWAYS…	DO NOT…
Research the accounting intended to be on the document Verify amounts using PRCH Inquiry prior to adjusting amounts on the FFIS document	Change the Trans Type Delete the referencing information to get the document to process

Potential TRVL Errors

Travel documents may reject for the following reasons:

- Invalid Accounting
- Funds Control Issues
- Missing Vendor Code
- Invalid Vendor Code
- Invalid referencing information

When correcting errors, do not:

- Change the Trans Type
- Delete the referencing information to get the document to process
- Create a document to facilitate referencing (for example, if a payment document rejects because the obligation it references does not exist, do not create the obligation – research why the obligation did not make it to FFIS)